



## Guidelin Manual

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GUIDELIN is a program used for making Child Support Recommendations. With GUIDELIN, support recommendations are calculated in a fraction of the time that it would take to do it manually. This program has been developed for individuals who are familiar with the fundamental concepts introduced in the Michigan Child Support Formula. Training on use of the Child Support Formula is required prior to using this program.

This program has been designed by the Michigan Child Support Enforcement System (CSES) with the assistance of the State Court Administrative Office and the Friend of the Court Bureau.

The Michigan Family Independence Agency distributes this program to Friend of the Court Offices, Circuit Courts and local county Prosecutor's Offices for use when making Child Support Recommendations. A copy is provided to the State Bar of Michigan for public distribution. The program will be updated as needed without prior notice.

To insure the integrity of GUIDELIN and the uniformity of its resulting Child Support Recommendations, the source code for this program will remain under the control of the FIA and not made available to others.

The Michigan Family Independence Agency is NOT responsible for distribution to or updates to individuals other than Friend of the Court Offices, Circuit Courts and Prosecuting Attorney offices.

This program may not be sold by any individual or organization for profit.



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## *Introduction*

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This manual shows you how to get started with GUIDELIN and provides a quick reference to various screens and commands. Once you understand these basics, you will be able to prepare a Child Support Recommendation on your own. The topics covered in this document include:

- **The Basics** on how to start GUIDELIN and introduces fundamental operations.
- **Calculating a New Child Support Recommendation** giving step-by-step instructions on entering case data.
- **Editing a Previously Calculated Recommendation** illustrating how to make changes in cases that have been stored.
- **Printing a Recommendation** which explains how to print a recommendation that has been stored.
- **Deleting Previously Calculated Recommendation** covering how to delete a previously stored recommendation.
- **Condensed Entry Screen** containing many of the fields from the Case, Income, and Childcare screens used for entering new or updated information.
- **Setting Up Defaults** which covers how to set up the default information.
- **Troubleshooting** lists possible system errors and how to fix them.

Before using GUIDELIN, become familiar with your computer and its operating system. If you have questions about these, refer to the appropriate user's guide section for more information.



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## **Technical Overview**

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GUIDELIN includes a database with a capacity determined by your hard disk size. Mouse support is available almost everywhere, except in the pop-up dialog boxes and the case search screen. Fields can be edited instead of retyped. The reports are not printed in a format similar to SCAO-approved forms.

GUIDELIN needs 400K of free RAM memory to run. If there is more conventional memory available, GUIDELIN will run faster.

### **Recommended Hardware:**

The recommended computer hardware for this program is:

- An IBM PC-AT or compatible with 640K of RAM
- A 20Mg hard disk
- At least 1 floppy disk drive
- A standard parallel printer

Regardless of the hardware configuration, the required operating system is either PC-DOS, or MS-DOS, version 3.3 or higher. GUIDELIN has not been tested with earlier versions of these operating systems.

### **Backups:**

Before loading GUIDELIN, backup your current GUIDELIN directory (if you have one). Also backup your Autoexec.Bat and Config.Sys files from the C:\ drive to a floppy disk in the A:\ drive.

To backup the GUIDELIN directory in MS-Windows:

1. Double-click on the **My Computer** icon, then click on the **C:\** icon, then select **New>** then **Folder**. Type the folder name GUIDESAV and press <ENTER>.
2. Using Explorer, locate the **Autoexec.Bat** file. Select the file, then right-click.
3. Highlight **Copy** then highlight the GUIDESAV folder.
4. Repeat the same process for **Config.Sys** file.



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OR, to make a backup in DOS, at the DOS prompt, type the following commands:

```
c:
md \guidesav (this makes a new directory)
copy c:\autoexec.bat c:\guidesav\*. *
copy c:\config.sys c:\guidesav\*. *
copy c:\guidelin\*. * c:\guidesav\*. *
```

### **Loading GUIDELIN:**

To load GUIDELIN using MS-Windows, use the following steps.

1. Place the Distribution Disk in Drive A:\
2. Navigate to the **3 1/2 Floppy (A)** drive, locate the **Install** icon and double-click on it.

This will create a directory on the hard disk called C:\GUIDELIN and copy the necessary files into the directory.

OR, to load GUIDELIN using DOS, use the following steps.

1. Place the Distribution Disk in Drive A:\
2. Type a:\Install and press the <ENTER>.

This will create a directory on the hard disk called C:\GUIDELIN and copy the necessary files into the directory.





- Delete previously calculated Child Support Recommendation
- Condensed Entry screen
- Set up default information

### **Moving around the Screen:**

Use the Up and Down arrow, the <Tab> keys, or the mouse to move the cursor around the active screen. The Right arrow, Left arrow, <Backspace>, and <End> keys move the cursor within the active field. Read the directions on each screen before entering any data.

### **Help Menu:**

When you press the <F1> key, a Help Menu appears in the upper left-hand corner of the screen. Four Help options are available:

```
+--- Help Menu ---+
| Formula Manual |
| User Manual   |
| Special Keys  |
|-----|
| Exit Help     |
+-----+
```

You can use the arrow keys to select the appropriate function, then press the <ENTER> key.

### **Special Keys:**

If you choose the Special Keys Function, a listing of the special keys and their functions are given.

KEY	FUNCTION
^	Moves the cursor up.
V	Moves the cursor down.
->	Moves the cursor to the right.
<-	Moves the cursor to the left.
F1	Activates a Help Menu.
F2	Returns to Main Menu.
F3	Moves to the previous screen.
F4	Moves to the next screen.
F5	Displays the Condensed Entry Screen
F9	Saves this record to disk.
F10	Print this record.
Esc	Restores current field.
Alt+D	Go directly to the Defendant's Income Screen
Alt+P	Go directly to the Plaintiff's Income Screen
Alt+R	Go directly to the first Recommendation Screen

Note: Alt+n means to hold down the Alt, and then tap the corresponding letter key.



### Formula Manual:

If you select the Formula Manual, an index of topics included in the Michigan Child Support Formula will appear. Select the topic from the formula manual on which you need more information, highlight it by using the arrow keys, and press <ENTER>. Text from the Formula will appear. The complete text from the Michigan Child Support Formula Manual is available under this function. This function assists in determining the appropriate use of each field in this program.

Select <EXIT> to return to your current case.

Purpose	Calculation of Child Support
Sources of Income	in Low/No Income Cases
Children's Income	Calculation of Child Support
Overtime & Second Jobs	in High Income Cases
Social Security Retirement/ Disability Benefits	Different Custody Arrangements
Deferred Compensation/IRA	Shared Economic
Inheritances/One-time Gifts	Responsibility
Means Tested Income	Parenting Time Abatement
Identifying Net Income	Health Care Expenses
Imputation of Income	Child Care Expenses
Non-Income and Low-Income	Third Party Custodians
Producing Assets	Stipulated Agreements
Allowable Deductions from	Ex Parte & Temporary Orders
Gross Income	Contested Custody Cases
Pre-Existing Support Orders	Statutory Requirments
Other Minor Children	Arrearage Payment
StepChildren	Confinement Expense
Calculating Support Using	Health Care Cost
Table III	
Calculating Support Using	
Support Schedules	
	E X I T

### Select Appropriate Function:

1. Select the appropriate function by using the arrow keys or mouse. The selected function will be shaded or highlighted.
2. Press <ENTER>.

Introduction	Totals Worksheet
Technical Overview	Child Care Worksheet
Main Menu	Arrearage/Confinement Screen
Quitting the Program	Child Support Recommendation
Moving Around the Screen	Saving a Recommendation
Help Menu	Finding a Recommendation
Special Keys	Printing a Recommendation
Correcting Errors	Deleting a Recommendation
Case Information Screen	Condensed Entry Screen
Financial Information	Setting up Defaults
Worksheet	Troubleshooting
Conversion Calculator	
F and T Codes	
Deduction Overrides	
E X I T	

If you notice an error in a different field, use the arrow keys or mouse to move the cursor to the error, then retype the corrected information.

Throughout this program, you will have to input both names and numbers. Each field has a specified number of characters that can be used in the space. When you reach the maximum number of characters, the program will automatically enter the data and move to the next field.

For example, on the case information screen you are asked to input the case number.

- 07/01/03





- If the case number has exactly 12 characters, the program will automatically move to the next field.

If the case number has less than 12 characters, you will have to press the <ENTER> key or the <Tab> to return to the next field.

### **Quitting the Program:**

From the Main Menu use the arrow keys or mouse to highlight the QUIT function, then press <ENTER>. If you are not in the Main Menu, press the <F2> key.

Three options will appear:

1. Return to Main Menu
2. Start a new case
3. Continue working on this case

Returning to the Main Menu will cause you to lose all data in the present case. Use the <F9> key before returning to the Main Menu if you want to save the case. Then select the appropriate option using the arrow key, press the <ENTER> key.



## ***Calculating a New Child Support Recommendation***

In this section, the various screens are introduced in the order in which they are presented in the program.

1. Select the Calculate Child Support Recommendation for a new case from the Main Menu, item #1.
2. Press <ENTER>.

### **CASE INFORMATION SCREEN:**

This screen is used to record information about the case. If you do not utilize all of the characters in a particular field, use the mouse or press the <ENTER> key, Down arrow, or <Tab> to move to the next field.

```

-----+ Child Support Guideline +-----
-----| CASE INFORMATION +-----
-----+-----+
Court Order Number: 123456789012
Plaintiff Name: Lois May Snodgrass

Defendant Name: Tommy Lee Smith

Enter the number of children for each type of Physical Custody:
                2 Plaintiff  1 Defendant  1 3rd Party
                0 Shared Economic Responsibility
Days Children w/Defendant: 0.0 *SHARED CUSTODY ONLY*

      City of Employment  City of Residence
Plaintiff  Lansing      Jackson
Defendant  Jackson      Albion
Tax Exemptions:  1 Plaintiff  1 Defendant
Plaintiff Tax Status:  X Single      Joint      Head of Household
Defendant Tax Status:  X Single      Joint      Head of Household
Residence Type:  X Separate  Same Household  *THIRD PARTY ONLY*
Investigator:
Agency:
Date: 06/30/2003

F1 - Help Menu      F3 - Previous Screen      F9 - Save Case
F2 - Exit to Main Menu  F4 - Next Screen      F10 - Print Menu
  
```

You should complete all of the elements on this screen before proceeding to the next screen. The case number, parties last names are required if you want to save the case. The number of children in each custody arrangement, number of tax exemptions, and tax status are required for all cases.

### **Court Order Number:**

1. Type in the Court case number with year prefix and case type suffix.



**Plaintiff Name:**

1. Type in Plaintiff's first name in the first field.
2. Type in Plaintiff's last name in the second field.

**Defendant Name:**

1. Type in Defendant's first name in the first field.
2. Type in Defendant's last name in the second field.

**Number of Children:**

1. Type in number of children for each custody arrangement in this case. There has to be at least one child in the case.

**Third Party Custody:**

If children are in a third party custody arrangement, an additional factor dealing with Residence Type must be completed later on this screen.

**Shared Economic Responsibility:**

If you select the Shared Economic Responsibility custody type, the factor of the number of days the children are with the defendant is added to the screen. The program assumes that the remaining days of the year are spent with the plaintiff.

1. Type in the number of days the children are with Defendant.

**Cities:**

In order to calculate local income taxes, Guidelin needs to know the city where each client works and lives. When you reach either of the fields **City of Employment and City of Residence (for both Plaintiff and Defendant)**, a popup window will display with a list of Michigan cities that assess local income taxes. You may select a city if the party works in that city. If they work in a city that does not assess taxes, select "Not in List" or press "Esc" to skip the field. After each selection, Guidelin will immediately jump to the next field and the same popup will appear for each of the four fields. By looking at the top of the city list you will see the field that you are choosing the city for. The prompts are: **\*\*\*Plaintiff's Employment\*\*\***, **\*\*\*Plaintiff's Residence\*\*\***, **\*\*\*Defendant's Employment\*\*\***, **\*\*\*Defendant's Residence\*\*\***.

<b>***Plaintiff's Employment***</b>	
Not in List	
Albion	
Battle Creek	



	Big Rapids	
	Detroit	
	Flint	
	Grand Rapids	
	Grayling	
	Hamtramck	
	Highland Park	
	Hudson	
	Ionia	
	Jackson	
	Lansing	
	Lapeer	
	Muskegon	
	Muskegon Heights	
	Pontiac	
	Port Huron	
	Portland	
	Saginaw	
	Springfield	
	Walker	

**Tax Exemptions:**

Use this space to indicate the number of exemptions claimed by each party (the default is one).

1. Type in the exemptions claimed by the plaintiff.
2. Type in the number of deductions claimed by the defendant.

**Tax Status Options:**

The options that are available are:

- Single (default)
- Joint
- Head of Household

**Plaintiff Tax Status:**



1. Highlight the appropriate tax status.
2. Type an "X" or press <ENTER> in the field.

**Defendant Tax Status:**

1. Highlight the appropriate tax status.
2. Type an "X" or press <ENTER> in the field.



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**Residence Type** fields are accessible when children are in a Third Party Custody arrangement. The **Separate** or **Same Household** fields indicate whether the plaintiff and defendant are living together or not. "Separate" indicates Plaintiff and Defendant are not living in the same household. "Same household" indicates that they are living in the same household.

**Investigator** and **Agency** fields are defaulted from the information contained in Set Up Default Information selection on the Main Menu. If you desire to change them for the current case, simply re-type them.

**Date:**

The date will automatically be inserted into this field.

1. Type the date using slashes or hyphens to separate the month, day and year. Example: 6/10/1999.

If all of the information on this screen is correct, proceed to the next screen. If you want to make any changes, use the arrow keys to move to the appropriate field, correct the information, then press <F4> to move to the next screen.



## FINANCIAL INFORMATION WORKSHEET

The first screen is used to record financial information about the plaintiff. When this screen has been completed press <F4>, a similar screen will appear to record financial information about the defendant. The party is highlighted at the top of the screen worksheet.

Child Support Guideline		Case No: 123456789012-
WORKSHEET A1 - PLAINTIFF		
---MONTHLY INCOME---		---MONTHLY DEDUCTIONS---
Salary Wages:\$	2400.00	Federal Income Tax:\$
Overtime:	0.00	State Income Tax:
Second Job:	0.00	Local Income Tax:
Commissions:	0.00	FICA:
Bonuses/Profit Sharing:	0.00	Alimony/Spousal Support:
Interest/Dividends:	0.00	Mandatory Union Dues:
Annuity/Trust funds:	0.00	Mandatory Retirement:
Pensions/Longevity:	0.00 F	Other Mandatory payment:
Deferred Comp./IRA:	0.00	Court ordered health
Unemployment benefits:	0.00	insurance:
Strike pay/Sub pay:	0.00 T	Court ordered life
Sick benef./Disability:	0.00 T	insurance:
Worker's Compensation:	0.00	
Social Security Benef.:	0.00	Total mthly gross income:\$
V.A./G.I. benefits:	0.00	Total mthly deductions:
Imputed Income:	0.00	Total mthly net income:
Armed Service income:	0.00 FT	
Rent Allowance/Income:	0.00	Move Cursor to blanks and type in
Alimony/Spousal support:	0.00	the amount for all appropriate.
Adoption Subsidies/Other:	0.00	Press F1 key for help.
Self-Employment Income:	0.00	

### Sources Of Income:

A list of the sources of monthly income and deductions is provided.

1. Locate the appropriate source of income using the arrow keys or mouse.
2. Type in the monthly income amount.

**NOTE:** If a parent is subject to non-resident local income tax, the income subject to non-resident income tax must be in the **Salary Wages** or **Overtime** fields.

### Converting Incomes To Monthly Amounts:

GUIDELIN calculates support recommendations based on monthly incomes. GUIDELIN has a built-in Conversion Calculator that converts any income amount to a monthly income amount.

1. Use the arrow keys to locate the flashing cursor on appropriate income source.
2. Press the "C" key.
3. The conversion calculator appears in the center of screen.
4. Use the arrow keys to highlight the time frame of income you have.



5. Press <ENTER>.
6. Type in the income amount.

The monthly conversion amount is automatically calculated and then recorded on the appropriate line on the worksheet.





### **F and T Codes:**

Located next to some of the income types are the letters "F" and "T". These codes are used to indicate the following:

- F** If the letter "F" appears in the column next to a type, FICA will be deducted from any amount inserted on this line. If you don't want FICA deducted, you must override this command by pressing "F" key, before inserting the income amount.
- T** If the letter "T" appears in the column next to a type, Federal and State taxes are being deducted from this income. If you don't want these deducted, you must override this command by the "T" key, before inserting the income.

Fields that can be altered for Tax and FICA by using the "F" and "T" keys are listed below.

<b>FICA</b>	<b>TAX</b>
Pensions/Longevity	
	Strike Pay/Sub Pay
Sick Benefits/Disability	Sick Benefits/Disability
Armed Service Income	Armed Service Income
	Worker's Compensation
	Social Security Benefits
	V.A./G.I. Benefits
Adoption Subsidies/Other	Adoption Subsidies/Other

The remaining tax fields can not be changed under income listings. However, these fields can be manually overridden in the deductions column.

Pressing a "T" on a field where the tax status cannot be changed puts the error message: "The taxability of this field cannot be changed" at the bottom of the screen.

Pressing a "F" on a field where the FICA status cannot be changed puts the error message: "The FICA taxability of this field may not be changed" at the bottom of the screen.

NOTE: Taxes and FICA are automatically estimated and recorded for income amounts that are inserted. This program uses the IRS Circular E, Employer's Tax Guide to estimate income tax amounts.

### **Deductions:**

When an income amount is recorded, the appropriate deductions based on the case information, are taken automatically using the employer withholding tables.



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THE DEFAULT INFORMATION SHOULD BE ONLY USED IF THE ACTUAL TAX RETURNS OF THE PARTIES ARE NOT AVAILABLE.

Remember to insert any other appropriate deductions on this worksheet such as: Alimony/Spousal Support, Mandatory Union Dues, Mandatory Retirement, allowed insurances, etc. Use the arrow keys or mouse to position the cursor on any other deductions that are applicable in the case.

**Deduction Overrides:**

If you want to insert a value other than the one estimated by the computer for Federal and State taxes and FICA, you can override a value by:

1. Locating the appropriate field using the arrow keys;
2. Then type in the correct amount.

This "new" amount will replace the computer estimated amount, and place the letter "M" in the right column. This "M" indicates that this value has been manually overridden.

To remove a manual override, move the cursor to the field and press the "M" key. GUIDELIN will recalculate the amount.

The Mandatory Retirement deduction is now restricted to 5.5% of the employee's gross income. If the amount entered is more than 5.5%, the following message is displayed.

The amount entered exceeds 5.5% of the total gross income as per the Formula Manual, Section II, Subsection K, Paragraph 7. Do you wish to adjust the amount down to 5.5%?

Yes No

By choosing "Yes", GUIDELIN calculates 5.5% of the gross income. By choosing "No", the amount remains as entered.

To print the current case, a print menu can be obtained by three methods:

- By pressing <F10> while in an entry screen
- By reaching the end of the screen chain
- By selecting option 3 from the Main Menu

When completed, press <F4> to move to the next screen.



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**DEFENDANT -- WORKSHEET A1**

When worksheet A1 (Plaintiff Information Screen) is completed, press <F4> to move to the next screen which is used to record information pertaining to the defendant.

Complete this screen using the same procedure as described on the previous page. When completed, press <F4> to move to the next screen.



## TOTALS WORKSHEET

This worksheet can be used to review the income totals you have inserted into the computer. The individual and combined net incomes for both parties, and the percentage of the total family income for each party are automatically displayed on this screen.

-----+ Child Support Guideline +- Case No: 123456789012-	
-----  WORKSHEET A3 - TOTALS +-----	
----PLAINTIFF-----+-----	----DEFENDANT-----
Total Monthly Gross Income: 2400.00	Total Monthly Gross Income: 4000.00
Total Monthly Deductions: 559.37	Total Monthly Deductions: 1151.91
Total Monthly Net Income: 1840.63	Total Monthly Net Income: 2848.09
-- Monthly Adjustments to Net Income --+	-----
Existing orders: 0.00	Existing orders: 0.00
-----+	
Number of other children: 0	Number of other children: 0
Allowance for other children: 0.00	Allowance for other children: 0.00
-----+	
Direct Social Security Pmnt: 0.00	Direct Social Security Pmnt: 0.00
-----+	
Number of qualifying stepchildren: 0	Number of qualifying stepchildren: 0
Allowance for stepchildren: 0.00	Allowance for stepchildren: 0.00
-----+	
Adjusted Monthly Net Income: 1840.63	Adjusted Monthly Net Income: 2848.09
-----	
Total Combined Net Monthly Income: 4688.72	
Plaintiff's Share of income: 39.3% Defendant's Share of income: 60.7%	

This screen also contains fields where ALLOWED deductions are taken for:

- Pre-existing Support Orders
- Other Natural/Adopted Children
- Direct Social Security Payments for Non-custodial parents
- Qualifying Step-Children

**Note:** If these values do not seem correct and you want to check the previous screens, <F3> moves you back through the screens and <F4> moves; you forward through the screens. <F3> key works anywhere in the program except in the Main Menu, the Case Information screen, Help or when using the conversion calculator.



## CHILDCARE WORKSHEET

There will be a childcare worksheet for each of the custody arrangements selected on the Case Information Screen.

-----+ Child Support Guideline +- Case No: 123456789012-	
-----  WORKSHEET C2 -- Child Care +-----	
---PLAINTIFF-----	---DEFENDANT-----
Plaintiff Custody 2 children	
Monthly child care expense:\$ 400.00	Monthly child care expense:\$ 0.00
Months of child care: 11	Months of child care: 0
Yearly child care expense: 4400.00	Monthly child care expense: 0.00
Yearly Subsidies/credits: 0.00	Yearly Subsidies/credits: 0.00
IRS child care credit: 880.00	IRS child care credit: 0.00
Actual yearly child care: 3520.00	Actual yearly child care: 0.00
Actual monthly child care: 293.33	Actual monthly child care: 0.00
Share of family income: 39.3%	Share of family income: 60.7%
Monthly child care to be paid: 0.00	Monthly child care to be paid: 178.06
Only one parent may receive an IRS child care credit.	

If there are no childcare expenses for the custody, press <F4>.

If either parent (or the third party custodian) incurs childcare expenses, move the cursor to the correct field and enter the monthly expense amount and number of months, or the total yearly expense. Where possible, actual information from tax returns should be used.

Both parents may have childcare expenses, but only one may receive the IRS Tax Credit. **YOU MUST OVERRIDE THE TAX CREDIT FOR ONE PARTY!** (Override by entering \$0 in the tax credit field.) Refer to IRS Form 2441.

In cases where one or both parties have another source of income coming into their household, the estimated tax credit may also need to be overridden. The actual tax credit may be smaller due to this other income. Refer to IRS Form 2441.

In a third party custodial case, if the third party incurs work related childcare expense, a different screen will appear. You must manually insert the tax credit received by the Third Party custodian. Refer to IRS Form 2441.



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In case of a joint custody arrangement, both parents may have childcare expenses but only one may claim a tax credit. Refer to IRS Form 2441.

In Shared Economic Responsibility custody cases, each parent may claim a childcare tax credit for the children in their custody. They may not claim the children living with the other parent. Refer to IRS Form 2441.

After you have completed all of the appropriate information regarding childcare, press the <F4> key to move to the next screen.



## ARREARAGE / CONFINEMENT EXPENSE SCREEN

The next screen allows the entering of arrearage and confinement expense information for inclusion on the Child Support Recommendation.

Child Support Guideline		Case No: 123456789012-
Arrearage/Confinement Expense		
	PLAINTIFF	DEFENDANT
Date of Arrearage/Confinement:	06/30/2003	06/30/2003
Confinement Expenses:	0.00	0.00
Support Arrearage:	0.00	0.00
Confinement Arrearage:	0.00	0.00
Monies Held:	0.00	0.00
Current Support Amount:	811.00	1458.00
Child Care Amount:	0.00	178.06
Reduction due to payer income decrease?:	N	N
Present Confinement Payment:	0.00	0.00
Current Fee and other:	3.25	3.25
Most Recent Total Payment Amount:	0.00	0.00
Did the Court order the last Total Payment Amount?:	N	N
Last periodic arrearage repayment amount:	0.00	0.00
Arrears increase by month's support?:	Y	Y
Arrears paid in full since last amount set?:	N	N
Arrears Payment deviation - reasons changed?:	Y	Y
Confinement Expense Allocation:	0.00	0.00
Arrears Allocation:	0.00	0.00
Total Payment Amount:	814.25	1639.31

If an arrearage or confinement repayment amount is needed, enter the amount and date of arrearage. The program will calculate the payment amount based on the state guideline. If the amount appears to be unjust or inappropriate, the monthly payment amount can be modified. The dates default to the PC's system date, but may be changed by the user.



## CHILD SUPPORT RECOMMENDATION SCREEN

The last worksheets that appear are the actual Child Support Recommendation(s). The recommendation displays the child support, the childcare, total amount, and specifies which party is responsible for the support and childcare. This same screen is used in Plaintiff, Defendant, and Third Party custody. In a Third Party case, the recommendation for both parents is calculated with a separate screen for each of the custody arrangements.

Example of Plaintiff Custody Support Recommendation (also used for Defendant and Third Party Custody):

-----+ Child Support Guideline +- Case No: 123456789012-					
-----  SUPPORT RECOMMENDATION +-----					
+-Plaintiff Custody 2 children-+					
	5 or				
	more children	4 children	3 children	2 children	1 child
To be paid by PLAINTIFF:					
Child Support:					
\$	0.00	0.00	0.00	0.00	0.00
Child Care:					
\$	0.00	0.00	0.00	0.00	0.00
Total:					
\$	0.00	0.00	0.00	0.00	0.00
Arrearage:	0.00	Confinement:	0.00	Health Care:	78.88
To be paid by DEFENDANT:					
Child Support:					
\$	0.00	0.00	0.00	833.00	544.00
Child Care:					
\$	0.00	0.00	0.00	178.06	178.06
Total:					
\$	0.00	0.00	0.00	1011.06	722.06
Arrearage:	0.00	Confinement:	0.00	Health Care:	197.92





Example of Shared Economic Responsibility Support Recommendation:

-----+ Child Support Guideline +- Case No: 123456789012		-----+-----	
-----  WORKSHEET C2 Shared Custody +-----		-----+-----	
-----PLAINTIFF-----+-----		-----DEFENDANT-----	
Adjusted Mthly Net Income:\$	1840.63	Adjusted Mthly Net Income:\$	2848.09
Number of days children spend with PLAINTIFF:	135.00	Number of days children spend with DEFENDANT:	230.00
Normal Support obligation:\$	356.00	Normal Support obligation:\$	544.00
-----		-----	
Support Amount to be paid:\$	125.38	Support Amount to be paid:\$	0.00
Mthly child care to be paid:\$	0.00	Mthly child care to be paid:\$	0.00
-----		-----	
Total:\$	125.38	Total:\$	0.00
-----		-----	
Arrearage:\$	0.00	Arrearage:\$	0.00
Confinement:\$	0.00	Confinement:\$	0.00
Health Care:\$	78.88	Health Care:\$	197.92
-----		-----	



A summary screen is displayed to summarize multiple recommendations.

-----+-----	Child Support Guideline	+-- Case No: 123456789012-
----- -----	SUMMARY	+-----
-----+-----	-----+-----	
	Plaintiff	Defendant
Plaintiff Custody:	0.00	833.00
Child Care:	0.00	178.06
Defendant Custody:	356.00	0.00
Child Care:	0.00	0.00
Shared Economic Responsibility:	125.38	0.00
Child Care:	0.00	0.00
Arrearage:	0.00	0.00
Confinement Expense:	0.00	0.00
Health Care:	78.88	197.92
Defendant to pay Plaintiff 351.62 child support and 178.06 childcare.		
Plaintiff to pay Third Party 455.00 child support and 0.00 child care.		
Defendant to pay Third Party 625.00 child support and 0.00 child care.		

After a Child Support Recommendation is completed, you will be asked if you want to save this case. Type "Y" to save, or "N" if not.

You also will be asked if you want to print the recommendation which prints out using the SCAO approved Friend of the Court Recommendation Forms. The final printed recommendation includes the following summary recommendation form and applicable worksheets. Recommendations can also be saved to a text file, see "Printing a Recommendation" for further details.

When you have completed a recommendation, the program returns to the Main Menu. You may quit the program or continue working.

**Note:** You can also save the case while in any worksheet by pressing the <F9> key.



## *Finding & Editing a Recommendation*

After a Child Support Recommendation is completed, an option is presented to save the case. This allows you to go back and change information on the case at a later date if the information has changed or is in error.

Child Support Guideline	
CASE SELECTION	
Enter Information to Search For:	
Case Number	Lastname
Enter Case Number to search and retrieve record.	
Enter Lastname for soundex search of all cases with the name in it.	
Enter a * in Case Number to display entire database.	
Press ESC to return to main menu.	

If you want to modify an existing Child Support Recommendation, go to the Main Menu and select the appropriate option (#2).

You will be asked to search by case number or a party's last name. The name search is done by Soundex, and will retrieve names that may sound similar to the name you type.

If you enter an asterisk ("\*"), all the cases in the database will be retrieved.



A list of up to the first fifteen cases will be displayed on the screen at a time.

```

-----+ Child Support Guideline +-----
-----| CASE SELECTION +-----
+-----+
CASE NUMBER  PLAINTIFF NAME          DEFENDANT NAME          DATE
- 123456789012 Snodgress, Lois Mae    vs Jones, Tommy Lee      04/15/1999

-----

Use the ^ and v keys to move to the desired case, then press ENTER to
select the case. Use the PgUp and PgDn keys to jump through the list
of cases. The ESC key will return you to the main menu.

```

Locate the case that you want to modify using the arrow keys. The list will scroll down (or up) when you get to the bottom (top) of the screen. You can also use the <Page Up> and <Page Down> keys to jump through the list, 15 cases at a time.

Place the cursor in front of the case, press <ENTER> to highlight, then press the <F4> key to open the case. The first screen is the Case Information screen. Retype the corrected information, if desired, or move through the case's worksheets by using the <F4> key. When you have located the appropriate screen, use the arrow keys to move the cursor to the desired field. Then retype the corrected information.

All changes made to a particular case will result in changes in the support recommendation. After the changes have been made, press the <F9> key to save the changes, <F10> to print the recommendation. You can then exit this case by returning to the Main Menu <F2>.



## *Printing a Recommendation*

A print menu for the current case can be obtained by three methods:

- By pressing <F10> while in an entry screen
- By reaching the end of the screen chain
- By selecting option 3 from the Main Menu

```
+-----+          PRINT MENU          +-----+
|          F - PRINT TO FILE          |
|          S - SHEET FEED              |
|          C - CONTINUOUS FEED         |
|          P - PRINT ENTIRE REPORT     |
|          1 - SUMMARY SHEET          |
|          2 - WORKSHEET A - INCOME    |
|          3 - WORKSHEET B - ADJUSTMENTS |
|          4 - WORKSHEET C - JOINT/SPLIT |
|          5 - WORKSHEET D - CHILD CARE |
|          6 - ABBREVIATED SCHEDULE    |
|          Q - QUIT                    |
|                                     |
|          Press appropriate key to select item. |
|          Press <ENTER> when all selections have |
|          been made, or <Q> to Quit. |
+-----+
```

When selecting cases from the Main Menu to print:

1. Select the Print Function (#3)
2. A list of the cases currently stored in the system be displayed
3. Use the Up and Down arrow keys to move the cursor to the case you want to print
4. Press the <ENTER> key to select the case you would to print

Using the print menu.

1. Select desired print type:
  - a. Press "F" to print to disk file; or
  - b. Press "S" for Single sheet feed to printer; or
  - c. Press "C" for Continuous feed to printer.
2. Select which pages to print by pressing the number next to it.
3. Press <ENTER> to print. The default is to print the entire recommendation, continuous feed.

Note: Abbreviated Schedule, option #6, is NOT a SCAO approved form.

**Print To File:**



This will print the recommendation to a file that can be edited by a word processor. A macro could be developed to modify the text file and add additional local language or addresses.

You are presented with the path and filename of the file that will be written. The directory defaults to C:\GUIDELIN\REPORTS. The filename defaults to the first 8 characters of the court order number + ".TXT". The cursor is on the line with the filename. You may edit the file name. Press <ENTER> to accept. If the path doesn't exist, there will be an error message. Press <ENTER> to close the message and correct the pathname or press <Esc> to exit the print menu.

If the path is valid and the file already exists, the next prompt asks if you want to overwrite or append to the file. The default is to overwrite. The valid options are either "A" or "O".

### **Single Sheet Feed:**

This will cause the printer to pause between each sheet of paper and will prompt you to press a key to print that page.

1. Press the "S" key to select single sheet printing; this will highlight the menu item that reads: "S - SHEET FEED".
2. Select the pages you wish to print.
3. Press <ENTER> to start printing. The program will stop at the end of each page to let you put in a new sheet of paper. At the bottom of the screen you will see: "READY - PAPER PRESS ANY KEY TO CONTINUE". Put a new sheet of paper in the printer and line it up. The next page will print after you press a key.

### **Continuous Feed:**

This will cause the printer to continue to print between each sheet of paper.

1. Press the "C" key to change back to continuous feed paper.
2. Press the number keys to select printing individual pages of the recommendation, rather than the entire report. You can print any one or all pages of the report.
3. Press the "P" key to print the entire recommendation. After all of your selections have been made, press the <ENTER> key to print the report.

The "Q" key quits the menu without printing.

**Note:** In cases where there are five or more children receiving Social Security benefits, the program and the printed report will not reflect the per child deduction that occurs when children are removed from the order.



---

### *Deleting Previously Calculated Recommendations*

---

It is recommended that cases be deleted periodically. Old cases that you are unlikely to use should be removed. This will improve searches and reduce the amount of memory used by GUIDELIN.

If you want to delete a case from the system, return to the Main Menu and select option number four (#4). This function will bring up the Case Selection screen. You may delete any or all of the cases by:

1. Enter the case number or a party's last name. If you enter an asterisk ("\*"), all the cases in the database will be retrieved.
2. Locating the case which you want to delete by using the Up or Down arrow keys;
3. Press the <ENTER> key to select the case;
4. And when this message displays:

```
+-----+
| Are you sure you want to delete this case? |
| It cannot be recovered. Delete now? N      |
+-----+
```

press "Y" at the prompt to delete the case.

**Note:** Once a case has been deleted, it cannot be recovered!



## Condensed Entry Screen

Select option #5 on the Main Menu to view the condensed entry screen to enter new cases. This screen contains many of the fields from the Case, Income (Source and Deductions), and Childcare Information screens. To edit existing information for a previously saved case, select #2 from the Main Menu then select the desired case. At the Case Information screen, press <F5> to get to this screen.

Court Order Number: 123456789012				Date: 06/30/2003			
Plaintiff: Lois May		Snodgrass		IRS S	1C	0	SC 0
Defendant: Tommy Lee		Smith		IRS S	1C	0	SC 0
Children: PLF 2   DEF 1   Shared 1 Days 230.0   Third 1 Sep Y							
** SOURCE INCOME ** PLF				** DEDUCTIONS ** PLF			
Salary Wages	2400	4000		Federal Taxes	264	653	
Overtime	0	0		State Taxes	88	154	
Second Job	0	0		LOCAL Taxes	24	40	
Annuity/Trust	0	0		FICA	184	306	
Unemploy Benefit	0	0		Alimony/Support	0	0	
Worker's Comp.	0	0		Mand.Union Dues	0	0	
Social Sec. Benefit	0	0		Mand.Retirement	0	0	
Rental Income	0	0		Other Mandatory	0	0	
Alim/Spouse Support	0	0		C.O.Health Ins.	0	0	
Adoption Subsidy	0	0		C.O.Life Ins.	0	0	
PRESS F6 for more income fields and for confinement fields							
PLF Childcare PL Amt	4400	SUB	0	IRS880	Gross Income	2400	4000
PLF Childcare DF Amt	0	SUB	0	IRS 0	Deductions	559	1152
DEF Childcare PL Amt	0	SUB	0	IRS 0	Net Income	1841	2848
DEF Childcare DF Amt	0	SUB	0	IRS 0	Adjusted Net	1841	2848
SHA Childcare PF Amt	0	SUB	0	IRS 0	Share Adj. Net	39%	61%
SHA Childcare DF Amt	0	SUB	0	IRS 0	Direct SS Pay	0	0
THR Childcare Amt	0	SUB	0	IRS 0M	Existing Orders	0	0
PLF EmployCty	Lansing			PLF ResCity	Jackson		
DEF EmployCty	Jackson			DEF ResCity	Albion		

1. Use the Main Menu option #2 - Edit a Previously Calculated Child Support Recommendation – to retrieve the desired case.
2. Press <F5> to go to the Condensed Entry screen. Use <Tab> to move through the fields.
3. Enter data into the fields as necessary. Press <F6> to view additional income fields.

### Court Order Number:

Same number from the Case Information screen.

### Date:

On a new case, the date is initialized from the computer's clock; whereas on an edited case, it comes from the database, however, you may edit the date if desired.





**Plaintiff/Defendant:**

The Plaintiff's and the Defendant's first and last names.

**IRS:**

This field contains two separate pieces of information. The letter is the tax status of the individual (S=Single, M=Married, and H=Head of household). The number indicates the number of tax exemptions for the Plaintiff or Defendant.

**OC:**

Other Natural/Adopted Children in the Plaintiff's or Defendant's household.

**SC:**

Stepchildren in the Plaintiff's or Defendant's household.

Upon entering values for the OC and SC fields, the Adjusted Net field reflects the adjustment for these children. To see the actual dollar amount of the adjustment, press <F4> to go to the Totals screen.

**Children:**

**PLF**, **DEF**, and **Shared** reflect the number of children for each custody type: PLF=Plaintiff, DEF=Defendant, Shared=Shared Economic Responsibility, Third=Third Party Custody.

In the **Days** field, enter the number of days per year the children spend with the Defendant. The program assumes the remaining days are spent with the Plaintiff. This field is only enterable when there are children in a Shared Economic Responsibility custody type.

The **Third** field indicates the number of Third Party custody cases that exist for the children.

The **Sep** field indicates if the parents are separated (Y/N).

**PLF / DEF EmployCity:** The name of the city the Plaintiff and Defendant work in.

**PLF / DEF ResCity:** The name of the city the Plaintiff and Defendant work in.

Guidelin needs to know the city where each client works and lives in order to calculate local income taxes. When you reach either the **Employ City** or the **ResCity** field, a popup window will display with a list of Michigan cities that assess local income taxes. You may select a city if the party works in that city. Select "Not in List" if they work in a city that does not assess taxes, or press "Esc" to skip the field. After each selection, Guidelin will immediately jump to the next field and the same popup will appear for each of the four fields. By looking at the top of the city list you will see the field that you are



choosing the city for. The prompts are: "\*\*\*Plaintiff's Employment\*\*", "\*\*\*Plaintiff's Residence\*\*", "\*\*\*Defendant's Employment\*\*", "\*\*\*Defendant's Residence\*\*".

### Source Income/Deductions:

These are the source of income and deduction fields as presented on the FINANCIAL INFORMATION WORKSHEETS for the Plaintiff and the Defendant. Only whole dollars are enterable.

The Childcare fields reflect the dollar amounts paid each year and amounts of IRS credit for the Plaintiff, Defendant, Shared Economic Responsibility, and Third Party Custody (**PLF**, **DEF**, **SHA**, and **THR**, respectively) elements of the court order. The IRS credit is automatically calculated. The amount may be overridden by typing in a new amount. Only one party per custody type may claim an IRS credit. See Child Care Worksheet and IRS form 2441.

The only other fields that may require explanation are the **Direct SS Pay** and **Existing Orders** fields. **Direct SS Pay** reflects the dollar amount of direct Social Security payments for non-custodial parents. **Existing Orders** is the dollar amount on pre-existing court orders.

Additional Income Fields are available by pressing <F6>.

### Additional Income Fields:

	PLF	DEF
Commissions	0	0
Bonus/Profit Share	0	0
Interest/Dividends	0	0
Pension/Longevity	0F	0F
Deferred Comp/IRA	0	0
Strike Pay/Sub Pay	0 T	0 T
Sick Pay/Disability	0 T	0 T
VA/GI Benefits	0	0
Imputed Income	0	0
Armed Service Inc.	0FT	0FT
Self-Employ Income	0	0



|  
|  
| PRESS F6 to Return to Income Screen |  
+-----+

Press <F6> when done.

**PLF/DEF Arrearage:**

The total amount of confinement owed. The recommended amount per month to pay is calculated automatically, but you may override them by keying in another value.

**PLF/DEF Confinement:**

The total amount of confinement owed. The recommended amount per month to pay is calculated automatically, but you may override them by keying in another value.



## *Setting Up Defaults*

Select option #6 on the Main Menu to view the default information screen. This screen is used to provide default information to be printed on the child support recommendation.

```

-----+   Child Support Guideline   +-----
-----|   Guidelin Defaults           +-----
-----+-----+
Circuit No.:      County Name:
Investigator's name:
Agency:
Address:

City, State, Zip:      -
Telephone: (   )   -

Default Directory: C:\GUIDELIN
Print Directory: C:\GUIDELIN\REPORTS
Default Printer: X LPT1:  LPT2:  LPT3:
Shared Database?  YES   X NO

Calculate - Health Care X YES   NO

Current Fees      3.25

Print Parenting Time Abatement? X YES   NO

Press F9 to save, press ESC to abort changes.

```

Enter the county information as you would want it to appear on the printout (22nd for Circuit No., etc.). To change the default printer, put the cursor in the field representing the printer you want, press the spacebar and cursor to the next question, or press <F9> to save and exit.

On the cover page, there is a paragraph pertaining to parenting time. Select "No" to not print it on the report.

GUIDELIN will now calculate the recommended amount to be paid on arrearages, confinement expenses, and health insurance; these may be individually turned off by selecting "No" beside each item.

### **Sharing Databases:**

The GUIDELIN databases may now be shared by selecting "Yes" on the "Shared Database" option.

To share the database, the users all must have read/write access to a shared directory mapped to a drive letter.

A copy of the file "DEFAULT.DBF" must be in the directory where GUIDELIN is to be run, DEFAULT.DBF IS NOT SHARED. It contains user specific information and needs to be separate.



In the GUIDELIN Defaults screen, the "Default Directory" field must contain the name of the shared directory. After changing this entry, press <F9> to save the changes and exit. Quit out of GUIDELIN and then restart GUIDELIN to activate the changes.

All the \*.DBF files, \*.NTX files, and INDEX.EXE need to be copied into the shared directory.

Assuming that the shared directory name is M:\GSHARE, copy \*.DBF files, \*.NTX files and INDEX.EXE into M:\GSHARE. Copy GUIDELIN.EXE and DEFAULT.DBF into the C:\GUIDELIN directory. In the Default screen in GUIDELIN make M:\GSHARE the Default directory. Now run GUIDELIN from the C:\GUIDELIN directory. You might want to do this with a batch file called GUIDELIN.BAT with the following lines in it.

```
@ECHO OFF
C:
CD \GUIDELIN
GUIDELIN
```

Note: This is not a true multi-user database in that while user A is editing a record, user B can edit the same record, save changes, then user A can save their changes and overwrite user B's changes without any warning. As long as user A and user B are editing different records, there should be no problems.

If you're not going to be sharing the database, turning on the shared database option will not hurt except that it will slow reading and writing records.

The program INDEX.EXE should be run often to rebuild the database's indices. To run INDEX.EXE all users must be disconnected from the databases and then type INDEX at the DOS prompt from the shared directory. The interval for running INDEX.EXE will vary from daily (on a heavily used database) to monthly (on a database of with light use).



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## ***Appendix – Troubleshooting***

---

This is a list of errors that have occurred and how to correct them.

### **Error Term/0 Print Error**

This error occurs when trying to print to a printer or print queue that is turned off or not properly connected to your PC. Remedy: Check the printer to be sure it is turned on and properly connected. Go to the Set up Default information screen and select the correct printer.

On some PC's when you print the report, it fails and displays the message:

"Error TERM/2014 Create error: LPT1.PRN.      Quit – Retry - Default"

Moving the right arrow to "Default" should allow the report to print. The problem can be remedied by adding the following line to the beginning of the Autoexec.Bat:

```
SET CLIPPER=F:30;E:0
```

To edit the Autoexec.Bat file, go to the DOS prompt and type the following command:

```
EDIT C:\Autoexec.Bat.
```

This brings you to a screen with text in it and your cursor is in the upper left corner. Press <ENTER> to create a blank line and move everything down a line. Press the up arrow to move the cursor back to the blank line. Now type:

```
SET CLIPPER=F:30;E:0
```

Press <Alt-F> for the file menu and "S" to save the revised Autoexec.Bat. Now press <Alt-F>, for the file menu again, and "X" to exit. This will take you back to the DOS prompt. Close any programs that are running and reboot your PC to activate this change.

### **Error Base/1002 Alias does not exist**

You are attempting to run two copies of GUIDELIN. This is possible when running Windows(TM) or other task switching software. Remedy: Find the copy of GUIDELIN that is running and continue with that copy.

### **Unrecoverable error 5302: Conventional memory exhausted**

The PC doesn't have enough free conventional memory. This is caused by too many preloaded applications. Remedy: Type "MEM" or "CHKDSK" at the DOS prompt to see how much memory is



free. The PC needs 400K of conventional memory free. Make sure "SET CLIPPER=F:30;E:0" is entered as a line in your Autoexec.Bat.

To edit the Autoexec.Bat file, go to the DOS prompt and type the following command:

```
EDIT C:\Autoexec.Bat
```

This brings you to a screen with text in it and your cursor is in the upper left corner. Press <ENTER> to create a blank line and move everything down a line. Press the up arrow to move the cursor back to the blank line. Now type:

```
SET CLIPPER=F:30;E:0
```

If you can't free enough memory, you may have to create a boot floppy and reboot the PC with that to free memory. To create the boot floppy, take a new disk, place in the A:\ drive. Go to the DOS prompt and type:

```
FORMAT A: /S
```

When the disk is finished formatting, create a Config.Sys and Autoexec.Bat file on it. To create an Config.Sys file for the floppy, go to the DOS prompt and with the formatted floppy in the A:\ drive, and type the following command:

```
EDIT A:\Config.Sys
```

Now type the following:

```
FILES=25  
BUFFERS=20  
SHELL=C:\COMMAND.COM /P /E:526
```

Press <Alt-F> for the file menu and "S" to save the revised Config.Sys. Now press <Alt-F>, for the file menu again, and "X" to exit. This will take you back to the DOS prompt.

To create an Autoexec.Bat file for the floppy, go to the DOS prompt and type the following command:

```
EDIT A:\Autoexec.Bat
```



Now type the following:

```
SET CLIPPER=F30;E:0
C:
C:\MOUSE\MOUSE
CD \GUIDELIN
GUIDELIN
```

You will have to supply your own directory name and filename for the mouse driver.

Press <Alt-F> for the file menu and "S" save the revised Autoexec.Bat. Now press <Alt-F>, for the file menu again, and "X" to exit. This will take you back to the DOS prompt. Close any programs that are running and reboot the PC with this floppy in the A:\ drive to make this change take effect.

Memory problems are also caused by the fact that GUIDELIN requires expanded memory. Expanded memory is configured by using a memory manager link EMM386.EXE that comes with MS-DOS version 5.x and version 6.x. To configure EMM386.EXE, see the next section and type HELP EMM386 at the DOS prompt from a PC running MS-DOS 5.x or 6.x.

### **The Program Locks Up:**

This has been traced to using GUIDELIN with a network configuration. GUIDELIN uses all available memory that it requires including the memory that the network card needs unless that memory has been reserved. The memory can be reserved by utilizing a "memory manager". If you are running MS-DOS version 5.0 or later, you have the memory manager is EMM386.EXE.

To use EMM386.EXE, edit your Config.Sys file. The first line needs to read:

```
DEVICE=C:\DOS\HIMEM.SYS (assuming that your DOS directory is C:\DOS).
```

The second line reads:

```
DEVICE=C:\DOS\EMM386.EXE RAM M9 /X=someaddress
```

Here's where it gets tricky. The M9 refers the address E000. On a majority of PC's, E000 is the location of the beginning of 64K of contiguous memory needed by the expanded memory manager. The /X=someaddress is the address that the network card needs to operate. Replace the "someaddress" with the address range the network card uses. A common range is D000-DFFF. This address is PC and network card specific, so the address range may vary depending on make and model of hardware.





---

**Out of memory using Windows 95<sup>(TM)</sup> :**

This was corrected by making the DOS session run GUIDELIN in a window. Go to the properties setting, select the memory tab, and protect conventional memory by checking uses HMA with a value of 1024.

**Windows XP<sup>TM</sup>**

Windows XP<sup>TM</sup> users may need to set their Windows compatibility to run GUIDELIN in the Windows compatibility mode for Windows 95.